

**DELAWARE DEPARTMENT OF JUSTICE
JOB OPENING**

Opening Date: November 21, 2016 Closing Date: December 1, 2016

**ADMINISTRATIVE SPECIALIST II, (Pay Grade 8)
Criminal Division, Domestic Violence Unit, New Castle County**

Job Responsibilities and Duties: This Administrative Specialist provides secretarial support to Deputy Attorneys General in the Criminal Division, Domestic Violence Unit in New Castle County. This Administrative Specialist creates files, runs criminal record checks, types petitions, informations, and indictments. Runs and requests police reports, prepares correspondence drafting for attorneys. Closes files and collates and manages weekly calendars. This Administrative Specialist prepares other legal correspondence and briefs, coordinates scheduling, files documents and manages a high volume of telephone calls from victims/witnesses and the public including telephone requests from the Court. This Administrative Specialist maintains the felony case tracker, including preparing statistics for the felony cases, and prepares reports related to the VAWA grant. This secretarial position is part of a phone coverage rotation for the main Receptionist telephones in New Castle County.

Minimum Qualifications: Must be detail-oriented, well-organized, and proficient in Microsoft Word office suite and Excel. Must possess excellent spelling and grammar and proofreading skills. Must be able to answer telephones and take accurate messages.

For Internal Applicants: Please submit a summary of work experience or an updated Resume to the Director of Human Resources.

For External Applicants:

If you are interested in applying for this Administrative Specialist position, please submit a Resume and a State Application to the Delaware Department of Justice, Human Resources, Carvel State Building, Sixth floor, 820 N. French Street, Wilmington, DE 19801 or E-mail to DOJHR@state.de.us or Fax to 302-577-5866. EOE.